

**BOARD OF SELECTMEN  
MEETING MINUTES  
June 30, 2003**

**PRESENT:** THOMAS C. REYNOLDS JR, CHAIRMAN; DOUGLAS R. COOK, Co CHAIRMAN; BRIAN MCDONALD, SELECTMAN.

**GUEST:** Rod Wilson, Frank Campana, Steven Richardson, Chuck Metcalf, Carol Wilson, Jim Blouin, Chris Hague, Forrest Esenwine, Ginger Esenwine, Robert Christensen, Kelly Bumpus.

The Selectmen's Meeting was held at the Town Office Building. Chairman Reynolds commenced the meeting at 6:40 p.m.

Chairman Reynolds asked that everyone stand for the pledge of allegiance.

**1. PUBLIC PARTICIPATION**

Frank Campana – Mr. Campana stated half the year is over and would like to know the status of the general fund. Mr. Campana stated that in speaking with Ms. Elayne Pierson it is his understanding that the Board is waiting for a report from the auditor. Chairman Reynolds stated the Board has not received the report yet so is unable to comment at this time. Mr. Campana then stated that he had attended the last Parks and Recreation meeting that was held in the Sawyer Room. Mr. Campana stated that he believes the meeting before that was also held in the Sawyer Room. Mr. Campana then referred to Article 48 of the Warrant last year. He stated that the article stated all boards and commissions to their best effort, be televised or recorded. He then stated that this was recommended by the Board of Selectmen. He asked the Selectmen how the article developed? Selectman Cook stated the reason for the article was to get as many committees broadcasting as possible. Mr. Campana stated it was his recollection that it concerned the Finance Committee and their failure to broadcast their meetings. Mr. Campana stated that Parks and Recreation have a former Selectman and a current Selectman on the committee and would like to know why the article is not being enforced. Mr. Campana asked Selectman McDonald if he watches the Park and Recreation meetings? Selectman McDonald stated that he is present for the meetings, and therefore does not need to watch them. Selectman McDonald stated that he had informed Parks and Recreation that they should be televising their meetings to the best of their ability. Mr. Campana stated that it should be brought to

the Board's attention. Selectman Cook stated that Mr. Campana is bringing it to their attention now. Selectman Cook stated that the Board needs these things brought to their attention, and cannot know everything that is going on. Selectman Cook stated he does not know why Parks and Recreation met in the Sawyer Room. Mr. Campana stated there is a double set of standards. Selectman McDonald stated that the Board has no ability to force the committees to televise their meetings. He stated that it is in the best interest of the Town, but they can only suggest it and have no control over it. Mr. Campana asked Selectman McDonald how many Parks and Recreation meetings have been televised? Selectman McDonald stated that one has been televised. Selectman McDonald stated he has made his opinion known to Parks and Recreation, but cannot force them to televise their meetings. Mr. Campana asked that the Board be fair to all committees. Chairman Reynolds stated the Board will address Mr. Campana's concern when they are dealing with Park and Recreation issues later in the meeting and Mr. Campana will have his answer. Chairman Reynolds asked Mr. Bob Christensen to send a memo to Parks and Recreation requesting their meetings be televised or recorded.

Steve Richardson - Mr. Richardson stated that concerning the discussion of committee meetings being televised, the Benefit Review Committee deal with a lot of sensitive issues. Mr. Richardson asked that the Benefit Review Committee be exempt from this or stated they will need to be advised on what can be publicized and what cannot. He stated they will need to be properly instructed.

Forrest Esenwine - Mr. Esenwine stated he would like to publicly commend whom ever was responsible for the Town fire works display. He stated it was a good of a display as any town could have.

## **2. BENEFIT REVIEW COMMITTEE**

Mr. Steve Richardson discussed a new job performance evaluation with the Board. Mr. Richardson stated that the Benefit Review Committee have put a lot of thought into where they would like to see the Town employees, and where the employees would like to see themselves in regards to compensation. Mr. Richardson stated the Committee does not take what the Town can afford into consideration, but rather what is equitable. Mr. Richardson stated that in the past he feels they have used comparisons to Towns that were not appropriate. He stated that almost everyone who works for the Town, lives in town, and now they are using surrounding Towns for comparison. Mr. Richardson stated they have researched evaluations from Henniker, Goffstown, Dunbarton, New Boston, and Hillsboro. Mr. Richardson and the Board discussed cost of living increases, as opposed to merit increases and the evaluation process proposed by the Benefit Review Committee. The Board stated they like the direction the Benefit

Review Committee is going with this and requested they move forward. Mr. Richardson requested to be put on the agenda for the next Board of Selectmen meeting to explain the process in more depth. The Board agreed. Chairman Reynolds stated that the Benefit Review Committee had done a great job with this.

### **3. PARKS AND RECREATION**

#### Irrigation Bids -

Mr. Chuck Metcalf informed the Board that Parks and Recreation have reviewed the two bids received for the irrigation of Bolton Field. Mr. Metcalf stated that they would like to contract Merta Company to perform the work. He stated the bid amount was \$13,200.00 for all three fields. Selectman McDonald asked Mr. Metcalf if there is a warranty? Mr. Metcalf stated that there is a three year warranty on parts and labor. Selectman Cook asked if there is some sort of guarantee that the amount of sprinkler heads will cover the area needed? Mr. Metcalf stated that he has to assume, since this is their business, that they know what they are talking about. Selectman Cook stated he would like to get it in writing. Mr. Metcalf also informed the Board that they will be reseeding all three fields. Mr. Metcalf stated that Parks and Recreation have received a bill for \$5,000.00 from the Bolton-White Corporation. Selectman Cook stated that he is in favor of going forward with the irrigation work, but would like to request a voucher before they go forward. He stated he would like the money to be transferred before they cut a check. Selectman McDonald stated that standard practice is that transfers are done at the end of the year. Selectman Cook stated that is the Board's procedure, but cannot go with business as usual. Mr. Metcalf stated that they will need to inform the company of this because they can not guarantee payment. Selectman McDonald stated he is for Parks and Recreation moving forward and having the work done. Selectman Cook stated he is not going to feel guilty about the situation because it is not because of him they are in this situation. Selectman McDonald made a motion to authorize Mertha Company to irrigate Bolton Field, providing they provide proper water coverage, to come out of field development, and money to come out of the general fund. Seconded by Chairman Reynolds. Selectman Cook stated he does not like how the situation was handled in the past, and does not want to go down that road again. A vote was taken. Motion passed with 2 in favor, 1 opposed ( Selectman Cook). Mr. Metcalf gave the Board the bill received from Bolton-White. Chairman Reynolds stated that the Board held back payment in the amount of \$5,000.00 to insure the grass would grow. Chairman Reynolds decided to hold off on payment until the Board has a chance to go out and see that the grass is growing properly.

Bathroom Roofs -

Mr. Metcalf informed the Board that the cost to replace the bathroom roofs at Chase Park will be around \$850.00. Chairman Reynolds requested a couple of quotes for the work.

Television Coverage of Meetings -

Mr. Metcalf stated that in regards to Mr. Campana's concern of television coverage of Park and Recreation meetings, that the previous meeting was unexpected. He stated that the next Parks and Recreation meeting will be televised the following evening. Mr. Metcalf stated that they had held the previous meeting to review irrigation bids and had decided to hold it in the Sawyer Room because it was a Monday night, the night the Selectmen hold their meetings. Mr. Metcalf stated he had then realized the Selectmen were not meeting on that particular Monday, but members had already been informed and the meeting was posted for the Sawyer Room.

#### **4. SELECTMEN ISSUE**

Chairman Reynolds explained that the next two items on the agenda concern Selectman Methot, and because he is not present they will postpone them until a future date. Selectman Cook stated he would still like to address these issues. He stated he has received many questions regarding this matter. Selectman Cook stated that he feels the fact that Selectman Methot is not in attendance is suspect. Chairman Reynolds stated that the Board can inform the public of what transpired, but Selectman Methot is not present to reply. Selectman Cook explained that issue concerns the Board of Selectmen going into a nonpublic session regarding personnel and pay increases. He stated that the Board had a pool of money and needed to discuss how to distribute the raises and go over the review evaluations. Selectman Cook stated that they were getting down to possibly not having enough money and discussed the Land Use Coordinator/Highway Department Secretary and also another employee who has been put on full time but not ratified by the citizens. Selectman Cook stated that he would not be in favor of an increase until the public decided to accept the position. Selectman Cook went on to state that with the exception of one employee, the Board never had any discussion of this person being terminated, and also never had any discussion of Mr. Carl Knapp being terminated. Selectman Cook stated that the Board came out of the nonpublic session and the next day, Selectman Methot went to the Land Use Coordinator and informed her that she was on a hit list and was going to be terminated. Selectman Cook stated that Selectman Methot also commented on another employee's evaluation. Selectman Cook stated he found out about this matter a few days later, and that the Land Use Coordinator was very upset

in feeling that her job was being terminated. Selectman Cook stated he called the Land Use Coordinator, who verified this information, and Selectman Cook requested Selectman McDonald call the employee and put her mind at ease and assure her she was not going to be terminated. Selectman Cook stated that there is no basis for this, and that they have a Selectman who has a pattern of lying. Selectman Cook stated that he was not present at the nonpublic meeting that was held regarding these issues on June 2<sup>nd</sup>. Selectman Cook stated that the discussion was held in nonpublic due to employee names being involved. Selectman Cook then went on to state that the nonpublic minutes of this meeting have been unsealed, and Selectman Methot had admitted to these things. Selectman Cook stated that during the last Board meeting Selectman Methot had denied what he had admitted to in the minutes of the meeting. Selectman Cook stated that the Board was going to get the employees in here for a nonpublic meeting concerning this issue, but does not know if this will be necessary. Selectman Cook stated he would like everything to be public. Selectman Cook also stated that Selectman Methot also approached Mr. Knapp and told him he was going to be terminated. Selectman Cook stated that both the Land Use Coordinator and Mr. Knapp had very good reviews. Selectman Cook also informed the public that they have an issue with a Selectman making sexual comments to another employee, although this employee decided to remain nameless. Selectman Cook also stated that Selectman Methot had made an accusation and filed a police report for some stolen equipment, and the end result of that was Selectman Methot admitting to lying about this. Selectman Cook stated he does not know what the Board's intentions are or how they are going to proceed with this, but is not something he can let go. Selectman Cook stated he will not attend a nonpublic session with Selectman Methot. Selectman McDonald stated he will not attend a nonpublic session with Selectman Methot. Chairman Reynolds stated that because he is the Chairman, we will attend nonpublic sessions to go on with business. Selectman McDonald stated there was also an incident concerning a citizen regarding their unemployment status. Selectman McDonald stated that Selectman Methot informed the citizen of a conversation between Selectman McDonald, Selectman Cook, and the Chief of Police that was never held. Selectman McDonald stated that Selectman Methot is trying to cripple Selectman McDonald's relationship with employees this person, and it is unforgivable. Selectman McDonald stated that as Selectman Methot has graciously let them know, whether you are a murderer or embezzler, you cannot be removed from the Board. Selectman McDonald stated that he is a businessman and a father, and will not let someone continue to do this. Selectman McDonald stated that if he cannot remove him through a court of law, he will not continue to put himself in this position. Selectman McDonald stated that to continue to do business as usual does nothing of the Town. Chairman Reynolds stated that he has spoken to the employees, and they would like to put this behind them and would like an apology. Chairman Reynolds stated they will address this in more depth when Selectman Methot is present. Selectman Cook asked

Chairman Reynolds if he has contacted town council regarding this? Chairman Reynolds stated he has been advised that they can censure him, and give him warning that if it is done again, they will take actions to remove him from the Board. Chairman Reynolds stated they will address it at next meeting when Selectman Methot is present, and hopefully put it behind them.

## **5. BUDGET DISCUSSION**

The Board discussed the budget and money available for employee increases. Selectman Cook stated he thinks they should stick to the \$40,000.00 allotted for this reason. Chairman Reynolds made a motion to approve the wage increases for Highway Department in the amount of \$10,914.35 including Fica, Medicare, etc. Seconded by Selectman Cook. A vote was taken. Motion passed unanimously. Chairman Reynolds made a motion to approve the wage increases for the transfer station in the amount of \$2,100.35 including Fica, Medicare, etc. Seconded by Selectman Cook. A vote was taken. Motion passed unanimously. The Board discussed the distribution of pay increases for the remaining Town employees. The Board then discussed the funds needed to replace the Farmer's well. Selectman McDonald stated that because they have been outsourcing assessing duties, they have a cushion to cover the well. Ms. Christine Hague asked the Board if the Library is the only department that is not receiving pay increases. Chairman Reynolds stated that there are other employees not receiving increases, but hopes there will be money at the end of the year to give bonuses to these people. Selectman Cook stated that the proposal from the Library Trustees was good, but just brought to the Board too late for them to budget for it this year.

## **6. OLD BUSINESS**

### Adult Entertainment Ordinance -

Selectman McDonald stated he is interested in drafting a anti adult entertainment ordinance. Stated he would like to book a public hearing for this purpose.

### Craney Hill/Tobey Hill Land Swap -

Selectman Cook stated that the Board needs to draw up a deed. Selectman Cook requested Mr. Christensen get in touch with Mr. Tomas Carr from the Conservation Commission.

### Lawn Care -

Selectman Cook stated that the Board needs to discuss lawn care. The Board discussed holding back the funds. Selectman McDonald stated that out of 17 cemeteries, 14 or 15 are unacceptable. Selectman Cook stated that at their last

meeting they had a cemetery trustee tell them all was well. Selectman Cook stated he has spoken to the gentlemen who previously performed the work and they are willing to take care of the remaining work on the cemeteries that needs to be done. The Board decided to have Mr. Pierce in for another discussion regarding his work.

Cistern Ordinance -

Selectman Cook stated that regarding the development on Rt. 77 and previous discussion regarding the cistern, he has not been informed where the conflict lies. Selectman Cook stated that in the ordinance it says in any development the cisterns will be built and approved before building begins.

Zoning Board Resignation -

Chairman Reynolds stated he would like the Board to send a letter to Ms. Terry Knowles thanking her for her years of service and asking her to reconsider. Chairman Reynolds stated that he apologizes for any heartache the Board may have caused her. He stated he thinks her resignation was sparked by the letter the Board sent to the Attorney General. Chairman Reynolds made a motion to send Ms. Knowles a letter asking her to reconsider her resignation and thanking her for her service. Seconded by Selectman McDonald. Selectman Cook stated that he appreciates Ms. Knowles years of service and that the Attorney General had admitted that they had made a mistake, so he does not apologize for the letter they sent. A vote was taken. Motion passed 2 in favor; 1 opposed (Selectman Cook).

Electrical -

Selectman Cook asked the status of the electrical situation in the Town Office Building? Mr. Christensen stated that the power went out the other day, and that he has been in contact with Selectman Methot and the electrical company chosen to perform the work. Mr. Christensen stated that they are waiting for two parts to be manufactured for the job. Selectman McDonald requested that Mr. Christensen take control of the situation and make sure the work gets done.

Assessing -

Mr. Christensen stated he has had the opportunity to speak to several town managers who use the proposed assessing company. He stated that everyone of them loved outsourcing the assessing and had nothing but good things to say about the company. Mr. Christensen stated he has also spoken to Mr. Craig Nichols, and by September 1<sup>st</sup> Mr. Nichols wants to be done with the Town.

Oil -

Mr. Christensen stated he has spoken with Irving Fuel and they are sticking to their original quote for the Town and the schools. Mr. Christensen stated he called Putnam

Fuel and received a quote of 95 cents for the schools, all Town buildings, safety complex, and library. Selectman McDonald made motion to award oil business to Putnam Fuel at a fixed price of 95 cents pending review of new contract. Seconded by Chairman Reynolds. A vote was taken. Motion passed unanimously.

Computer Equipment -

Mr. Christensen and the Board discussed the Town computer situation and what is still needed for the various departments. Selectman Cook stated they need to get a list of what we have. Chairman Reynolds requested Mr. Christensen get an inventory of all equipment.

Personnel Policy -

Mr. Christensen and the Board discussed the Personnel Policy. Mr. Christensen went over errors in the policy in need of being changed, and issues he needed clarification on.

Administrative Coordinator's Request for Compensation Time -

Chairman Reynolds informed the Board that Mr. Christensen has requested compensation time due to the time taken to attend meetings. Mr. Christensen stated he is requesting 4 hours to be used at his discretion. Selectman McDonald requested that it be a set schedule. Selectman Cook informed Mr. Christensen that there is another issue regarding weekly meetings with the staff. He stated that he has received some complaints regarding the Town Office and everyone being in a meeting at the same time. Mr. Christensen stated it is important to have the entire staff attend the meetings and will look into other options to smooth out the process. Chairman Reynolds made a motion to allow Mr. Christensen 4 hours of compensation time on weeks he attends the Selectmen meetings on a consistent basis. Seconded by Selectman McDonald. A vote was taken. Motion passed unanimously.

Manifests -

Chairman Reynolds authorized the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated July 3, 2003. Accounts Payable – \$234,830.85, Gross Payrolls - \$26,382.40, for a total of - \$262,213.25. Voided checks in the amount of \$739.38 for Payroll, \$5,967.07 for Accounts Payable, for a total of \$6,706.45 in voided checks. Seconded by Selectman Cook. A vote was taken. Motion passed unanimously. Chairman Reynolds authorized the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated July 10, 2003. Estimated Accounts Payable – \$200,000.00, Estimated Gross Payrolls - \$28,000.00, for an estimated total of - \$228,000.00. Seconded by Selectman McDonald. A vote was taken. Motion passed unanimously.



## 7. NEW BUSINESS

### Letter of Complaint -

Selectman Cook informed the Board that they have received a letter of complaint regarding the Police Department. Selectman Cook stated that the document that this person submitted took poetic license, and that out of the 40 or so juveniles discovered at the party, they only had a problem with this one person.

### Welfare Officer -

Selectman Cook informed the Board that there is a memo from Ms. Donna Muese regarding a leave of absence and the position being covered by Selectman Petrain. Selectman Cook asked if Ms. Muese has the authority to appoint a replacement? Chairman Reynolds informed Selectman Cook that Ms. Muese came to the Board in his absence and approved Selectman Petrain to fill in.

## 8. PUBLIC PARTICIPATION

Chuck Metcalf - Mr. Metcalf stated he had discussed previously getting life guards certified and reimbursing them half this year and half next year. He stated he is concerned that the fee involved will go into the general fund, and at time of reimbursement next year will again come out of Park and Recreation's budget. He stated he sees this as Parks and Recreation paying 150% of the cost. Selectman Cook stated that in anticipation of that, they will increase the Park and Recreation's budget to cover the cost of the reimbursement.

Mr. Metcalf stated that in regards to the Personnel Policy, the changes that were made tonight were good and they were needed. He stated that he has heard comments that these changes should have been taken care of at the Public Hearing that took place, but there was no time to make the changes at that point. Selectman Cook agreed with Mr. Metcalf and explained that due to issues at the time, they needed to take the Personnel Policy and adopt it as soon as possible with errors and all.

Mr. Metcalf then stated that the \$40,000.00 for raises was suggested by the Benefit Review Committee. He stated that it is a shame that the Library was not addressed, because they were taken into consideration in deciding the amount. He stated that one person got a large portion of the total and some employees got nothing.

Mr. Metcalf then stated that he agrees that Mr. Christensen works extra hours to attend the Selectmen meetings, and asked the Board if they are going to approve such compensation time for say, the Public Works Director. Chairman Reynolds stated he

would definitely support time off if Mr. Knapp can fit it into his schedule. Mr. Knapp stated he cannot take time off due to his busy schedule.

Steve Richardson - Mr. Richardson stated that he would like to echo Mr. Metcalf's concern regarding compensatory time off. Stated it deals with salary exempt and salary non exempt employees. He stated that the Town has salary exempt and hourly employees, and salary exempt employees cannot have over time. He stated that maybe they should think about having salary non exempt employees, who would be entitled to overtime compensation.

Carl Knapp - Mr. Knapp informed the Board that they will need to have a portion of the money ready for the new trucks. He stated the trucks will be ready in a couple of weeks. Selectman Cook requested Mr. Knapp get the figures together.

## **9. ADJOURNMENT**

Chairman Reynolds made a motion to adjourn at 11:30 p.m. Seconded by Selectmen McDonald. A vote was taken. Motion passed unanimously.

A True Record

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Kelly Bumpus, Recording Secretary